



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
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Genie Chough
3rd District
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2nd District
Carl Gallucci
4th District
Lori Glasgow
5th District

February 24, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COMMISSION REVIEW PROCESS--SUNSET REVIEW OF THE LOS ANGELES
COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION
(ALL DISTRICTS AFFECTED) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve ordinance extending the sunset review date for Los Angeles County
Historical Landmarks and Records Commission to June 30, 2011.

PURPOSE OF RECOMMENDED ACTION/ JUSTIFICATION:

On December 1, 1994, the Audit Committee submitted its initial report in response to your Board's instruction to review the effectiveness of County commissions, committees and task forces defined under Chapters I and IV of the Los Angeles County Committee Book. Consistent with your Board's instructions, the Audit Committee is submitting the results of the evaluation of the Los Angeles County Historical Landmarks and Records Commission performed by the Auditor-Controller, and recommendations from Audit Committee for further action by your Board.

During this review period the Commission recommended two sites for consideration, and one was approved by the State and has been added to the National Register of Historical Places. On the recommendation of the Commission, the County started a Countywide Records and Archives Inventory and Retention Schedule (Schedule). This Schedule requests each department to develop an overall plan for maintaining and preserving County records and archives. The Commission also recommended to the Board the development of a storage facility to house and safeguard historical documents. The Commission began developing a website that will provide links to local and national historical organizations. Lastly, the Commission worked with the Los Angeles Philharmonic and Los Angeles County Department of Parks and Recreation to have the Hollywood Bowl Performing Arts Complex designated as a Los Angeles County Cultural Landmark.

FISCAL/FINANCING IMPACTS:

Members do not receive any compensation to attend Commission meetings.

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FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Commission was established and has been continued by Board Order pursuant to Chapter 3.30 of the Los Angeles County Code. The Board-approved sunset review date for the Commission was June 30, 2005.

The Commission considers and recommends to the Board of Supervisors local Historical landmarks defined to be worthy of registration by the State of California Department of Parks and Recreation, either as a California Historical Landmark, or as a Point of Historical Interest. The Commission may also comment for the Board on applications relating to the National Register of Historic Places.

The Commission is designated, pursuant to Section 26940 of the Government Code, as a historical records commission for the purpose of fostering and promoting the preservation of historical records. It is also designated as the memorial plaque review committee of the County of Los Angeles for the purpose of screening applications for the donation of Historical memorial plaques and recommending to the Board plaques worthy of installation as County property.

The Commission consists of five members, one appointed by each supervisor. The Commission meets quarterly, or as needed. The Commission receives secretarial support from the Commission Services Division of the Executive Office of the Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Commission continues to 1) work closely with the Chief Administrative Office and other departments to categorize and quantify historical County records as well as assist with selecting a County storage facility for these records; 2) develop the selection criteria for designating future County cultural landmarks, and 3) continue to provide the public review process for the National Register of Historic Places nominations, as well as advise departments and the Board on all issues relating to historical resources and plan to complete its web page to further public education and improve access to County Historical records.

Respectfully submitted,


LOUISA OLLAGUE
Chairperson, Audit Committee

cc: Chief Administrative Office
Acting Executive Officer of the Board of Supervisors
Commission Services
County Counsel
Auditor-Controller
Chair, Historical Landmarks and Records Commission



J. TYLER McCaULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

February 7, 2006

TO: Audit Committee

FROM: J. Tyler McCauley *JTM*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY HISTORICAL
LANDMARKS AND RECORDS COMMISSION**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Historical Landmarks and Records Commission's sunset review date be extended to June 30, 2011.

BACKGROUND

The Los Angeles County Historical Landmarks and Records Commission (HLRC or Commission) was established and continued by Board order pursuant to Chapter 3.30 of the Los Angeles County Code. The most recent sunset renewal was approved by the Board at its May 15, 2001 meeting. The HLRC considers and recommends to the Board local historical landmarks considered to be worthy of registration by the California State Department of Parks and Recreation, either as "California Historical Landmarks" or as "Points of Historical Interest". The HLRC also advises the Board on applications relating to the National Register of Historic Places. The Commission reviews sites in the unincorporated portions of the County. Municipalities within the County may apply directly to the State.

The Commission is designated pursuant to Section 26490 of the California Government Code as a historical records commission for the purpose of fostering and promoting the preservation of historical records. It is also designated as the memorial plaque review committee of the County to screen applications for donations of historical memorial plaques and recommending to the Board plaques worthy of installation as County property.

The HLRC consists of five members, one appointed by each Supervisor. The HLRC meets quarterly, or as needed. From July 1, 2002 to June 30, 2005, the HLRC held six

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meetings with an average attendance of 3.2 (64%) members. Commission members do not receive compensation for attending meetings. The HLRC does not have a separate budget. It receives secretarial support from the Commission Services Division of the Executive Office of the Board.

JUSTIFICATION

During this review period, the HLRC recommended to the Board two sites for historical designation. One of the two sites, the Bob Hope Patriotic Hall, was approved by the State, and added to the National Register of Historic Places. On the recommendation of the HLRC, the County started a Countywide Records and Archives Inventory and Retention Schedule (Schedule). This Schedule requests each department to develop an overall plan for maintaining and preserving County records and archives. The HLRC also recommended to the Board the development of a storage facility to house and safeguard historical documents. The Commission began developing a website that will provide links to local and national historical organizations. In addition, the HLRC worked with the Los Angeles Philharmonic and the Los Angeles County Department of Parks and Recreation to have the Hollywood Bowl Performing Arts Complex designated as a Los Angeles County Cultural Landmark.

For the next review period, the Commission plans to work closely with the Chief Administrative Office and other departments to categorize and quantify historical County records as well as assist with selecting a County storage facility for these records. In addition, the HLRC will develop the selection criteria for designating future County cultural landmarks. The HLRC will also continue to provide the public review process for the National Register of Historic Places nominations, as well as advise departments and the Board on all issues relating to historic resources. The HLRC plans to complete its web page to further public education and improve access to County historical records.

The proposed five-year sunset extension represents an increase over the previous three-year extension. Based on the Commission's mission and our review of its operations, we believe the longer sunset extension is appropriate.

Please call if you have any questions.

JTM:MMO:JLS:MR

Attachments

- c: Violet Varona-Lukens, Executive Officer
- Robin A. Guerrero, Chief, Board Operations
- Jim Corbett, Manager, Commission Services
- Louis E. Skelton, Chair, Historical Landmarks and Records Commission
- Dedie Ward, Commission Services

COMMISSION SUNSET REVIEW
LOS ANGELES COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Commission.
CONCUR

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The HLRC considers and recommends to the Board local historical landmarks defined to be worthy of registration by the California State Department of Parks and Recreation, either as "California Historical Landmarks" or as "Points of Historical Interest". **RELEVANT**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The HLRC meets quarterly or as needed. From July 1, 2002 to June 30, 2005, the HLRC held six meetings with an average attendance of 3.2 (64%) members.
SATISFACTORY

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During this review period, the HLRC recommended two sites to the Board for historical designation. One of the two sites, the Bob Hope Patriotic Hall, was approved by the State and added to the National Register of Historic Places. On the recommendation of the HLRC, the County started a Countywide Records and Archives Inventory and Retention Schedule. This Schedule requests each department to develop an overall plan for maintaining and preserving County records and archives. The HLRC also recommended to the Board the development of a storage facility to house and safeguard historical documents. The Commission began developing a web site that will provide links to local and national historical organizations. In addition, the HLRC worked with the Los Angeles Philharmonic and the Los Angeles County Department of Parks and Recreation to have the Hollywood Bowl Performing Arts Complex designated as a Los Angeles County Cultural Landmark. **SIGNIFICANT**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

For the next review period, the Commission plans to work closely with the Chief Administrative Office and other departments to categorize and quantify historical County records as well as assist with selecting a County storage facility for these records. In addition, the HLRC will develop the selection criteria for designating future County cultural landmarks. The HLRC will also continue to provide the public review process for the National Register of Historic Places nominations as well as advise departments and the Board on all issues relating to historic resources. The HLRC plans to complete its web page to further public education and improve access to County historical records. RELEVANT

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive compensation for attending meetings. The HLRC does not have a separate budget. It receives secretarial support from the Commission Services Division of the Executive Office. WARRANTED

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION TO JUNE 30, 2011.

LOS ANGELES COUNTY HISTORICAL LANDMARKS AND RECORDS COMMISSION
ATTENDANCE RECORD

| Commissioner | Nominated by | 9/30/02 | 12/31/02 | 3/31/03 | 6/30/03 | 9/30/03 | 12/31/03 | 3/31/04 | 6/30/04 | 9/30/04 | 12/31/04 | 3/31/05 | 6/30/05 | Total | % Attended |
|--------------------------------|--------------|---------|----------|---------|---------|---------|----------|---------|---------|---------|----------|---------|---------|-------|------------|
| Number of Meetings per Quarter | | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 6 | |
| | | | | | | | | | | | | | | | |
| Yolanda Duarte-White | 1st District | | | | | | | | 0 | 0 | 0 | 0 | 2 | 2 | 50% |
| Helen Jean Monteilh | 2nd District | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 4 | 67% |
| Stephen J. Sass | 3rd District | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 6 | 100% |
| Louis E. Skelton | 4th District | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 6 | 100% |
| Ivy Sun | 5th District | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 17% |
| | | | | | | | | | | | | | | | |
| Totals | | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 3 | 4 | 0 | 0 | 6 | 19 | |
| Average Attendance per Meeting | | | | | | | | | | | | | | 3.2 | |